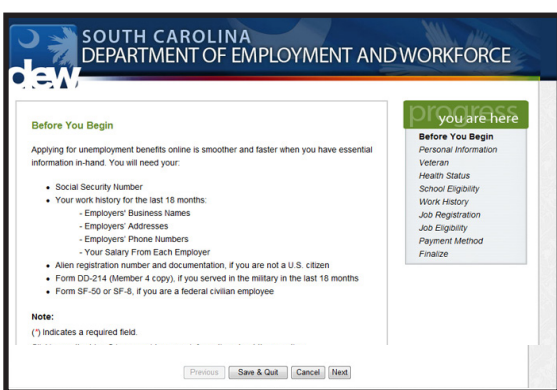


GUIDE TO FILING AN INITIAL CLAIM ONLINE

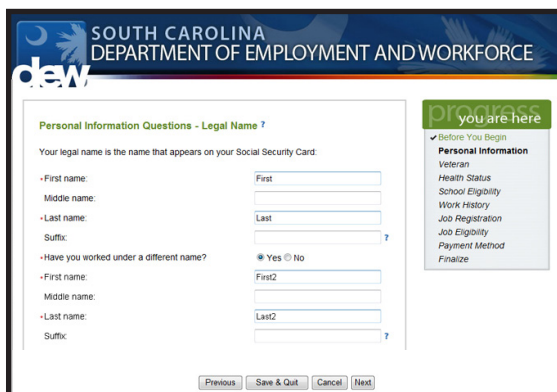
Once you have created a MyBenefits account, you are now ready to file an initial claim for Unemployment Insurance (UI) benefits. The information you provide is kept confidential and protected at all times throughout this process. This guide serves as a general outline and does not include every screen. Your MyBenefits experience will be customized to your specific circumstances.

1. 

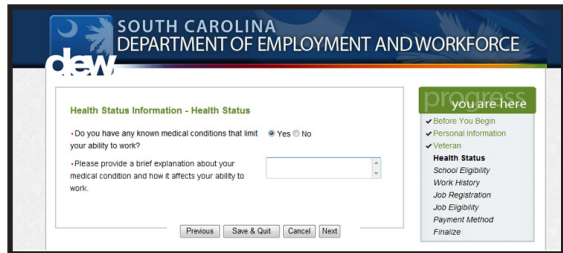
Log on to MyBenefits.dew.sc.gov, enter your User ID and click **Next**. Enter your password and click **Login**. On the homepage, select **Apply for Unemployment Insurance Benefits**.

2. 

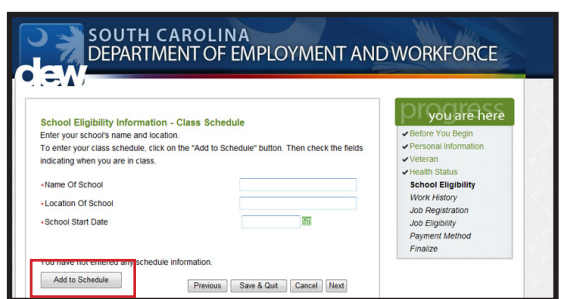
You are now ready to file an initial claim for UI benefits. Be sure to answer all fields marked with red asterisks [*]. Clicking on the blue question mark [?] can provide more information about the question.

3. 

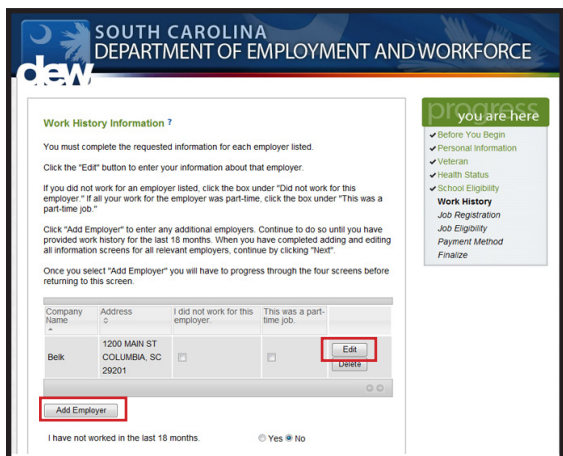
Next you will answer a series of questions regarding your personal information. If you are a veteran, you will be asked about your military service. If you've been separated from the military within the last 18 months, provide your local office with a copy of your *DD214 Member 4* form.

4. 

You will then be asked about your health status in order to accurately determine your ability to work.

5. 

Next please provide us with information regarding your educational background. If you are currently in school you must provide your school schedule.

6. 

You must complete the requested information regarding your work history for each employer listed. Do this by clicking **Edit**. If you have worked within the last 18 months and the employer is not listed, you will need to click **Add Employer**. If you have not worked within the last 18 months, please respond by selecting **Yes** to the final question on the page.

7. SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE

Work History Information - Update Work History
Provide the requested information.

Employer Name

• First day of work: 7/26/2010 ?

• Last day of work: 7/26/2011 ?

• Type of work with this employer: ?

COMPUTER AND MATHEMATICS
Web Developers

• Is Occupational License Required: Yes No

• City the position was located in: Columbia

• State the position was located in: South Carolina

• Description of duties: lots of stuff

• Were you paid at least the amount shown during your \$2608 term of employment with this company? Yes No

• Select reason for separation: Still Working

• Explain why you were separated: still working

• Is Federal Employer? Yes No

Progress: you are here

- Before You Begin
- Personal Information
- Veteran
- Health Status
- School Eligibility
- Work History
- Job Registration
- Job Eligibility
- Payment Method
- Finalize

Previous Save & Quit Cancel Next

You must then provide detailed information regarding employment for each employer listed. This will include start and end dates for employment and reason for separation.

8. SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE

Job Registration - Driver's License

If you have a valid driver's license, select all types that apply.

• Valid Driver's License? Yes No

Progress: you are here

- Before You Begin
- Personal Information
- Veteran
- Health Status
- School Eligibility
- Work History
- Job Registration
- Job Eligibility
- Payment Method
- Finalize

Previous Save & Quit Cancel Next

Then you will answer a series of questions regarding job registration, which includes driver license information and out-of-state claims.

9. SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE

Job Eligibility Questions - Availability Work Schedule

Using the Start time field, enter your last job's work schedule by selecting its start time box and selecting the time from the drop-down, or click the clock icon to select the start time. Repeat this for the End time. Then check the appropriate day of the week for this time schedule. If your schedule is the same each day, check each day of the week or select Weekdays (WD). For weekend hours, select Weekend (WE). If you work the same hours every day, select Every Day (ED). Click "Add to Schedule." You can now add other time slots worked. The "Clear Schedule" link clears the entire schedule you have entered. The "Remove" link deletes only that line of the schedule. If you work varying hours, repeat the schedule process for each day of the week. When you have completed your schedule, click "Next" to continue.

Available to work anytime

Start End WD WE ED S M T W T F S Clear Schedule

Start End WD WE ED S M T W T F S Remove

WD=Weekdays WE=Weekend ED=Everyday

Add to Schedule

Progress: you are here

- Before You Begin
- Personal Information
- Veteran
- Health Status
- School Eligibility
- Work History
- Job Registration
- Job Eligibility
- Payment Method
- Finalize

Previous Save & Quit Cancel Next

The next section asks questions about job eligibility including job skills and work availability. You will need to provide a schedule of the days and hours you are available to work.

10. SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE

Benefit Payment Method Information - Payment Method ?

Select the method you prefer for receiving your benefit payment.

• Payment method ?

Debit Card Direct Deposit

• Taxes withheld from benefits: The taxes withheld will equal 17% (10% federal and 7% state) Yes No

Progress: you are here

- Before You Begin
- Personal Information
- Veteran
- Health Status
- School Eligibility
- Work History
- Job Registration
- Job Eligibility
- Payment Method
- Finalize

Previous Save & Quit Cancel Next

Now it's time to choose how you would like to receive your benefits. You can choose between a pre-paid debit card or direct deposit to an existing bank account. If you select direct deposit, you will need to provide the bank name, account number and routing number.

11. SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE

Finalize - Electronic Signature

By checking this box and choosing "Submit My Claim," you hereby certify the information you are submitting in your application for Unemployment Benefits with the South Carolina Department of Employment and Workforce is true and accurate to the best of your knowledge. Any individual found to have submitted fraudulent information to apply for Unemployment Benefits may be subject to penalties of law - up to and including FELONY prosecution.

I agree to the above.

Print/Preview Claim Application

Progress: you are here

- Before You Begin
- Personal Information
- Veteran
- Health Status
- School Eligibility
- Work History
- Job Registration
- Job Eligibility
- Payment Method
- Finalize

Previous Save & Quit Cancel Submit My Claim

Your initial claim is almost complete. By checking the box and choosing **Submit My Claim**, you certify the information you are submitting in your application is true and accurate to the best of your knowledge.

12. SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE

Initial Claims

Congratulations!
You successfully submitted your application for unemployment benefits.

Confirmation Number: 200-0626972891

We have updated the account you created in SCVOS. If you have trouble logging in, verify that your password is correct. Forgot your password? [Click here.](#)

Note: You have met the two-week requirement of registering for work since filing your claim.

Username: chwoodward5684

SC Virtual One Stop

Once you create an account with SCVOS we will review your claim and make a determination on your benefits eligibility in six to eight weeks. For details on filing UI Benefits Claims see [Understanding Claims Processes](#).

File Your Weekly Claim
File your weekly claim to prove you remain eligible for benefits and to qualify to get a weekly check. You can file three ways:

1. Online at MyBenefits Portal
2. In person at one of our offices
3. Calling our Toll-Free System

Your application indicates you have a health condition. Before DEW can complete your application, you must submit a health condition form signed by your physician. Mail or deliver your signed form to your local office.

Your application indicates you are a veteran. Before DEW can complete your application, you must provide your DD-214 Member 14 form and an honorable discharge status.

Note: Any Armed Forces veterans can get a free DD-214 at DD-214 Member 14. Mail or deliver your form to your local office.

Note: Request a DD-214 online only if you are a military veteran or the next of kin of a deceased, former military member.

Your application indicates you are a registered alien. Before DEW can complete your application, you must submit a copy of your alien registration documentation.

Note: Anyone filing for unemployment insurance who is not a U.S. citizen or a U.S. national must provide DEW their Alien Registration Number or Departure Number as assigned by the U.S. Department of Homeland Security (DHS), Immigration and Naturalization Service. DEW must verify your alien status before paying unemployment insurance benefit. Not sure you are a registered alien? See our information on [Legal Alien and Private Employment](#). Mail or deliver your form to your local office.

Continue to MyBenefits Portal to view your claim status and file weekly unemployment claims.

Progress: next steps

Log in to South Carolina's Virtual One Stop

SCVOS is a powerful online tool that lets you access job-search tools, a site where employers look for job candidates, and more.

MyBenefits Portal is a secure web portal where you can apply for an initial unemployment benefits claim online, view your claim status, and file weekly unemployment claims.

Congratulations! You successfully submitted your application for UI benefits. Please print this page because it contains important information about your weekly responsibilities and requirements, as well as your confirmation number.